

Ruth M. Jones, SPHR

5217 S. 65th Street Circle, Lincoln, NE

68516 (402) 420-4974

Objective To continue a progressive career in Human Resource Management.

Experience Dana F. Cole & Company, LLP, *Lincoln, NE*
October 1998 – Present

Human Resource Director

- Develop initial human resource department, policies, procedures and practices.
- Advise supervisors and clients on job performance, disciplinary action and terminations.
- Make recommendations about firm and employee development, including professional education.
- Recommend and implement human resource database.
- Answer employment law questions for partners and clients.
- Review and write employee handbooks, policies and job descriptions for firm and clients.
- Initiate and conduct recruitment, hiring, orientation and training of employees.

Human Resource Center, Inc., *Phoenix, AZ*
November 1996 – February 1998

Human Resource Staff Consultant

- Act as “outsourced” Human Resource Department for companies.
- Advise clients on hiring, job performance, disciplinary action and terminations.
- Develop and present briefings and training programs.
- Conduct human resource department and wage and hour audits.
- Review, write and make recommendations for employee handbooks, policies and job descriptions.

The Cornhusker, *Lincoln, NE* August 1994 – October 1996

Human Resources Staff Coordinator

- Process and screen applications, recruit and interview applicants.
- Conduct New Hire Orientation.
- Updating and maintaining employee database.
- Provide support to managers in hiring, discipline and performance issues.
- Develop and instruct employee group “Cornhusker Action Team”.
- Develop monthly internal newsletter “Kernels of the Corn”.

Valentino’s, *Lincoln, NE* July 1989 – May 1995

Trainer/Bookkeeper/Supervisor/Server

- Supervise a staff of 35, including hiring, training, monitoring performance, disciplining employees, appraising job results and terminating employees.

- Developed training materials for store. Assisted with training materials for corporation.
- Responsible for payroll and daily accounting.

Education

University of Nebraska – Lincoln

- Bachelors of Arts, Psychology 1989 - 1993
- Masters courses in Human Resource Management 1993 – 1995

University of Pittsburgh

- Semester at Sea Spring Semester 1992

Associations

Serve as Director for the SHRM Nebraska State Council.